ADMINISTRATIVE - INTERNAL USE ONLY

19 February 1987

MEMORANDUM FOR:	Deputy Director for Administration	
FROM:	Director of Information Services	STAT
SUBJECT:	OIS Weekly Report (12 - 18 February 1987)	
Management Divisuallace Computers software for use the feasibility system that will. 2. A repressive five brief procedures pressivere the Audit Logistics.	ncy Forms Manager, assigned to the Information Resources sion (IRMD), has been in contact with representatives from r Services and Electronic Form Systems to discuss new e in forms management. Tests will be made to determine of replacing the present forms management system with a laccommodate all Agency forms including electronic forms. Sentative from the Classification Management Branch, IRMD, ings to Agency components on the security classification cribed in Executive Order 12356. Included in the briefings Staff, the Office of Communications, and the Office of	
	klog of initial FOIA/PA requests now stands at 1173. This 529 one year ago and 2757 two years ago.	
		STAT

Attachment

STAT STAT

ADMINISTRATIVE - INTERNAL USE ONLY

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18 February 1987

MEMORANDUM FOR:	Deputy Director for Administration	
FROM:		STAT
	Chief, Information and Privacy Division, OIS	
SUBJECT:	IPD/OIS Weekly Report (11 - 17 February 1987)	
	1987	
 The Week 	in Review <u>11 - 17 Feb 87 Weekly Average</u>	

1.	The Week in Review	11 - 17 Feb 87	Weekly Average
	a. New cases	75	49.3
	b. Cases closed	51	49.0
	c. New appeals logged	0	1.0
	d. Appeals closed	1	2.1
	e. Manpower (man-weeks)	120.1	93.0

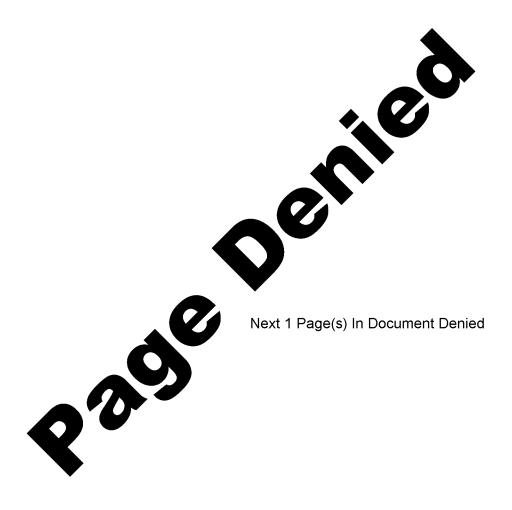
Current Workload

- a. Initial requests 1173
- Requests in administrative appeal 158
- c. Requests in litigation 52

3. Spotlighted Requests

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5	Item	of	Special	Interest

	throughout the Agency,	
personnel, have been busy	this week retrieving red	cords on
response to a subpoena fro	om the Special Prosecutor	concerning
the Iranian/Contra affair.		
little to close cases, we	received an unusual numb	per of
incoming requests.		1

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STAT
                             (18 February 1987) (FINAL)
           HGH/KK:krc/
           Distribution:
           Orig - Adse
                1 - DCI/DDCI/Executive Director
                1 - DCI History Staff
                1 - DDI
                1 - DDO
                1 - DDS&T
                5 - OIS
                1 - C/PAO
                1 - Comptroller
                1 - IG
                1 - OGC
               1 - OCA
                1 - OP
                1 - OL
STAT
               1 - C/IMS
               1 - DDO/IRO
               25 - DDO/IMS
STAT
               1 - DDI/IRO
                1 - DDA/IRO
               1 - IC/IRO
                1 - OIS/LA
                1 - IRG/OS
                1 - IPD Subject
                1 - IPD Chrono
                1 - IPD Reading Board
                1 - HGH
                1 - LSS
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ADMINISTRATIVE-INTERNAL USE ONLY

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17 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Classification Review Division

SUBJECT:

CRD Weekly Report, 10 February 1987 - 17 February 1987

There were no significant developments in CRD this week.

C/CRD

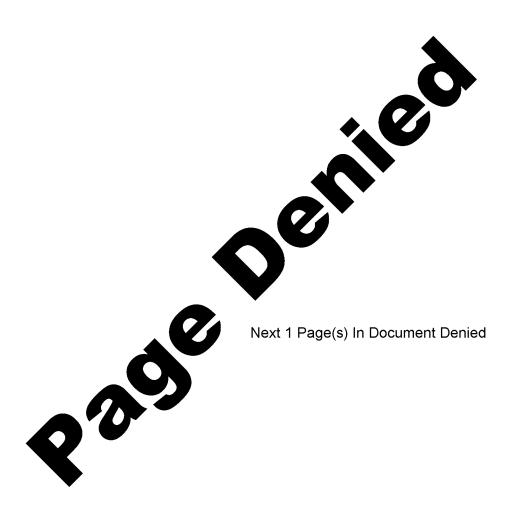
STAT

ADMINISTRATIVE INTERNAL USE ONLY

17 February 1987

MEMORANDUM FOR:	Director of Information Services		
FROM:	Chief, Regulatory Policy Division, OIS	25X1	
SUBJECT:	Regulatory Policy Division Activities 11 - 17 February 1987		
1. RPD is o	currently processing 144 jobs, a decrease of four over last		
2. Priority processing was provided for an employee bulletin initiated by the Office of Personnel to announce the first open season for the Government-wide Thrift Savings Plan. Because of the complexities of the new retirement legislation and the important impact it has on all Agency employees, considerable coordination and discussion was required with the Office of General Counsel, the Office of Finance, and the initiator before all suggested changes could be incorporated into the final revision.			
4. An employee bulletin is being processed to announce an exhibit honoring Robert C. Ames, former Director, Office of Near Eastern and South Asian Analysis, DDI, and his colleagues who were killed in the 1983 bombing of the U.S. Embassy in Beirut. Included in the exhibit is a bronze plaque which was presented to the DCI by the President of La Salle University to commemorate the sacrifice of Mr. Ames and his colleagues.			
		25X1	

UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENTS



CONFIDENTIAL

17 February 1987

MEMORANDUM FOR:	Director of Information Services	
FROM:	Chief, Information Resources Management Division	25 X 1
SUBJECT:	IRMD Weekly Report (11 - 17 February 1987)	
SIGNIFICANT ITEM	IS/EVENTS	
contact with rep Electronic Form be used for form these companies possibility of r	danagement. The Agency Forms Manager has been in presentatives from Wallace Computer Services and Systems to discuss new software packages that can us management. Presentations will be conducted by in the near future to help determine the replacing the existing forms management system with 11 better accommodate all Agency forms, including	
was satisfied by	aphics. Another request for a microfiche viewer providing a viewer that had been previously turned 0.00 is saved each time we are able to provide a	
c. Quarter Management Divis conference	ly Planning Conference. Information Resources ion management held its quarterly planning on 13 February 1987.	25 X 1
Classification M this period on s application of t Order 12356 - Na	anagement Branch, provided five briefings during ecurity classification markings and the practical he classification precepts contained in Executive tional Security Information. Groups briefed it Staff, the Office of Communications and the ics.	25 X 1
		25 X 1

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	vittes. Records Center personnel	051/4
performed the following acti	vities during the week:	25 X 1
RAMS:	Made 9 additions, 19 deletions and 9 changes.	
ARCINS:	Jobs received/edited: 7. Jobs keyed: 13 consisting of 1,902 entries.	
Accessions:	Received 14 jobs totalling 89 cubic feet.	
References:	Serviced 1,236 requests for records, 68 were for annuitants.	
Special Runs:	Two: one to OCA and one to OF.	
		25X1

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DA/OIS/IRMD/ (17 February 1987)

Distribution:
Original & 6 - Addressee
1 - IRMD Subject: IRMD Weekly Report w/att
1 - IRMD Chrono

25X1